

15 January 1948

Acting Chief, Personnel Branch

Assistant Chief, Budget and Finance Branch

Final Payment Clearance Sheet

25X1

Reference is made to your memorandum of 8 January 1948 suggesting that consideration be given to the proposals outlined in memorandum of 7 January 1948 from [redacted], Services Branch.

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With regard to the additional certification suggested for administrative officers, it is felt that such certification is not sufficiently binding, nor does it appear necessary in view of the certification already provided. A rewording of the present certification to read as follows might be advisable: "I CERTIFY that the items for which I am responsible have been checked against the official records and to the best of my knowledge and belief, the employee has accounted for all items certified, except as noted."

It is realized that the Property Control Division does not have knowledge of property assigned to individuals being cleared, but insofar as this form is concerned, it was intended that Property Control Division certify only to the fact that the individual has no survey reports pending. Perhaps this situation could be remedied by changing "Property to "Property Accountability" and adding another item for "Property Surveys", - "Property Accountability" would thus be shown for the Administrative Officer's certification and "Property Survey" for certification by Services Branch.

This office appreciates the benefits to be derived from separate certifications by the Property Control Division and Transportation Division. However, if this were done, Services Branch would require a third space for certification of items 3 and 4. Similar situations exist in other branches and if all branches were accommodated on the same basis, space would be a limiting factor. It appears that the same expedient results could be accomplished by internal procedure.

Should you or Mr. [redacted] desire further discussions in connection with these matters, kindly advise.

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Assistant Chief,  
Budget and Finance Branch

KWoodring/dhl

cc: Ogan ✓  
McHugh

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